

# REDACTED

This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission.

Add to Cart

## Customer/Government Property Control

(mo/yr)

Revisions		Rev:	
Letter	E.O. Number - Description	Date	
Used On	Contract#:	<b>Your Co</b>	
Prepared By:			
Your Dept:			
Your Dept:		<b>PROCEDURE</b>	
Your Dept:		Your #	
Your Dept:		Size: <b>A</b> CAGE:	Your # (mo/yr) 1 of 14

Your logo

## TABLE OF CONTENTS

**1.0 PURPOSE .....3**

**2.0 SCOPE.....3**

**3.0 RECEIVING.....4**

**4.0 CUSTOMER/GOVERNMENT PROPERTY RECORDS .....5**

    4.1 *Records of Misdirected Shipments*.....5

    4.2 *Documentation*.....5

    4.3 *Postings to Property Records* .....6

**5.0 MATERIAL REQUISITION/ISSUE .....6**

**6.0 UTILIZATION.....6**

**7.0 MAINTENANCE .....6**

**8.0 PHYSICAL INVENTORIES .....6**

**9.0 DISPOSITION.....7**

**10.0 SUBCONTRACT CONTROL.....8**

**11.0 REPORTS .....9**

**12.0 PRECIOUS METALS, EXPLOSIVE COMPOUNDS.....9**

**13.0 REQUESTING AND/OR ACQUIRING CUSTOMER/GOVERNMENT  
FURNISHED PROPERTY .....9**

**14.0 HAZARDOUS WASTE MANAGEMENT .....10**

**15.0 WORKMANSHIP .....10**

Your Co	REV Orig	CAGE	DOC#:	Your #	2 of 14
---------	-------------	------	-------	--------	---------

## 1.0 PURPOSE

To prescribe the minimum procedures for the control of Customer/Government Property according to the regulations outlined in the Federal Acquisition Regulation, Part 45.

## 2.0 SCOPE

This procedure shall cover all Customer/Government Owned Equipment furnished to or acquired for use on Customer/Government contracts.

- a. [REDACTED]
- b. [REDACTED] property is

defined as:

- 1. [REDACTED]
- 2. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]
- f. [REDACTED]
- g. [REDACTED]

- h. [REDACTED]
- i. [REDACTED]
- j. [REDACTED]
- k. [REDACTED]
- l. [REDACTED]
- m. [REDACTED]
- n. [REDACTED]

### 3.0 RECEIVING

Receiving Inspection shall inspect all Customer/Government furnished property upon receipt to verify [REDACTED]

If overages, shortages, damaged conditions or other discrepancies are noted, the carrier documents and consignee copies shall be appropriately annotated. Consignee and carrier representatives shall sign documents to verify the noted conditions. When overages, shortages or damages are detected upon receipt of Customer/Government furnished property, provide [REDACTED]

3.1 If overages, shortages or damaged conditions are noted upon receipt of property acquired for the Customer/Government account (under a CPFF contract), take [REDACTED]

3.2 Upon receipt of Customer/Government furnished property or property acquired for the account of the Customer/Government the receiving function shall immediately [REDACTED]

Your Co	REV Orig	CAGE	DOC#:	Your #	4 of 14
---------	-------------	------	-------	--------	---------

[Redacted]

3.3 Shipping containers that pack Customer/Government property that are of a reusable nature shall [Redacted]

[Redacted]

**4.0 CUSTOMER/GOVERNMENT PROPERTY RECORDS**

Upon receipt of Customer/Government owned property and/or material, the Property Administrator shall establish individual item records or stock record cards as necessary according to [Redacted]. In the case of material items, stock record cards shall be prepared and shall contain the following information:

- a. [Redacted]
- b. [Redacted]
- c. [Redacted]
- d. [Redacted]
- e. [Redacted]
- f. [Redacted]
- g. [Redacted]
- h. [Redacted]
- i. [Redacted]

**4.1 Records of Misdirected Shipments**

Misdirected shipments shall be reported to the Customer/Government Property Administrator immediately. Records shall be maintained to provide the following information:

- a. [Redacted]
- b. [Redacted]
- c. [Redacted]
- d. [Redacted]
- e. [Redacted]

Forward this information in writing to the Customer/Government Property Administrator within [Redacted]

**4.2 Documentation**

Documentation supporting all entries to the Customer/Government Property Records shall be maintained by the Property Administrator (i.e., [Redacted])

Your Co	REV Orig	CAGE	DOC#:	Your #	5 of 14
---------	-------------	------	-------	--------	---------

**4.3 Postings to Property Records**

All property record postings shall be made as promptly as possible. No more than [REDACTED]

**5.0 MATERIAL REQUISITION/ISSUE**

After receipt of Customer/Government furnished material and preparation by the Property Administrator of the required stock record cards the material shall be maintained in [REDACTED]

[REDACTED] Upon issuing the material, the Property Administrator shall annotate the stock record card to reflect the issue and establish the new stock record balance.

**5.1** [REDACTED]

**6.0 UTILIZATION**

It is the responsibility of the Property Administrator to assure that Customer/Government owned property is utilized [REDACTED]

**7.0 MAINTENANCE**

The Property Administrator shall insure that Customer/Government owned plant equipment is [REDACTED]

[REDACTED] Necessary precautions shall be taken to [REDACTED]

**8.0 PHYSICAL INVENTORIES**

Inventory, as used in this procedure, consists of [REDACTED]

The personnel who perform the physical inventory shall not [REDACTED]

[REDACTED] Inventory shall commence immediately upon [REDACTED]

Your Co	REV Orig	CAGE	DOC#:	Your #	6 of 14
---------	-------------	------	-------	--------	---------

This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission.

The annual inventory shall be conducted during [redacted] each year. Sensitive material inventory shall be performed [redacted]

Upon completion of the annual or periodic inventory the Property Administrator shall furnish to the Customer/Government Property Administrator a listing which properly identified as

[redacted]

The listing and signed statement shall be furnished to the Customer/Government Property Administrator within fifteen days after completion of the physical inventory. This report shall also include, [redacted]

[redacted]

Results of the physical Inventory shall be posted to the Property Records as a "Physical Inventory" entry subsequent to the inventory reconciliation and shall reflect the quantity actually inventoried.

**8.1 Investigate and report to the Government Property Administrator (GPA) all cases [redacted]**

[redacted]

The report shall contain at a minimum:

- A. [redacted]
- B. [redacted]
- C. [redacted]
- D. [redacted]
- E. [redacted]
- F. [redacted]
- G. [redacted]
- H. [redacted]
- I. [redacted]

**9.0 DISPOSITION**

At the completion of a contract under which Customer/Government property was furnished, perform an inventory to determine if [redacted]

[redacted]

All disposal actions shall be supported by appropriate documentation and postings to the Property Records shall be accomplished.

Your Co	REV Orig	CAGE	DOC#:	Your #	7 of 14
---------	-------------	------	-------	--------	---------

### 10.0 SUBCONTRACT CONTROL

The purchasing function shall insure that the following statement is included in all subcontracts or vendor purchase orders where Customer/Government furnished material or property is furnished to the subcontractor or vendor:

Responsibility for Property:

[REDACTED]

which is herein incorporated and made a part of this subcontract/order. Such property shall be used by Seller

[REDACTED]

When instructed by Buyer, seller shall deliver the property covered by this clause to Buyer or the Customer/Government, as appropriate, FOB carrier, Seller's plant, at the completion or termination of this subcontract/order or shall

Seller shall bear the risk of loss or destruction of and damage to property covered by this clause until delivered or returned to Buyer of the Customer/Government, except

[REDACTED]

Unless relieved by the Contracting Officer with respect to Customer/Government property as herein provided, Seller shall

[REDACTED]

A copy of each such purchase order shall be distributed to the Property Administrator for the record. The Property Records shall be updated to reflect the issue of materials and in the case of tooling or equipment, the Property Records shall reflect the new location.

Your Co	REV Orig	CAGE	DOC#:	Your #	8 of 14
---------	-------------	------	-------	--------	---------



**10.1**

[Redacted]

**11.0 REPORTS**

Reports shall be prepared according to the terms of individual Customer/Government contracts.

**12.0 PRECIOUS METALS, EXPLOSIVE COMPOUNDS**

**12.1** Immediately upon receipt Receiving Inspection (R&I) shall inspect material according to para. 3 - 3.2.

**12.1.1** Sensitive material shall [Redacted]

**12.2** The Property Administrator, upon taking possession of accepted sensitive material, shall [Redacted]

**12.2.1** The Property Administrator shall complete stock record cards according to para. 4 a - i.

**12.2.2** Property records shall exhibit special marking in order that such records may be readily distinguished from the records of non-sensitive items.

**12.3** The Property Administrator shall issue material according to para. 5.

**12.4** All other conditions of this procedure shall be complied with as required.

**12.5** The Property Administrator shall notify the Customer/Government Property Administrator by telephone immediately upon [Redacted]

**13.0 REQUESTING AND/OR ACQUIRING CUSTOMER/GOVERNMENT FURNISHED PROPERTY**

A. Requests for Customer/Government furnished property are subject to a determination by [Redacted]

B. Requests and/or acquisition of Customer/Government Owned Property by direct purchase from outside suppliers or [Redacted]

Upon receipt of Customer/Government furnished material, this document shall control receipt and issue process.

Your Co	REV Orig	CAGE	DOC#:	Your #	9 of 14
---------	-------------	------	-------	--------	---------

This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission.

## 14.0 HAZARDOUS WASTE MANAGEMENT

Property received from or acquired for the Customer/Government that contains material of a hazardous nature shall be identified with its chemical formula and proper name according to paragraph 3.2.

14.1 [REDACTED]

14.2 [REDACTED]

14.2.1 [REDACTED]

14.2.1.1 [REDACTED]

14.3 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 15.0 WORKMANSHIP

Adherence to applicable federal, state, local and environmental health and safety requirements is mandatory.

Copyright © JnF Specialties, LLC. All rights reserved.

Your Co	REV Orig	CAGE	DOC#:	Your #	10 of 14
---------	-------------	------	-------	--------	----------



This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission.

# Property Certificate

Purchase Order Number:		
The undersigned certifies:		
1	<input type="checkbox"/>	[REDACTED]
2	<input type="checkbox"/>	[REDACTED]
3	<input type="checkbox"/>	[REDACTED]

[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	

Your Form# (mo/yr)

Copyright © JnF Specialties, LLC. All rights reserved.

Your Co	REV Orig	CAGE	DOC#:	Your #	12 of 14
---------	-------------	------	-------	--------	----------



This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission.

## Property Management Log

1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Your Form# (mo/yr)

Add to Cart

Your Co	REV Orig	CAGE	DOC#:	Your #	14 of 14
---------	-------------	------	-------	--------	----------